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220-03 Management of Information Technology

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COURSE MODULES

This course consists of 5 separate modules:

- Hardware/software (includes Data Communications & Security Issues)
- Internet and Web Development & Ecommerce (includes ethical issues related to the Internet)
- IT in Organizations (includes System Development & Integration, Business Intelligence, and IT careers)
- Database and Microsoft Access
- Microsoft Excel Problem Solving

Each module will be “self-contained” and will be assessed independently from the other modules. See the evaluations section of this syllabus for details on the grading procedure.

BACKGROUND REQUIREMENTS

This course is designed to be predominately an online course. We will on occasion meet for Face-to-Face (F2F) meetings. The first few weeks of class will be F2F meetings in order to become comfortable with this hybrid course (see the schedule for exact F2F meeting dates.) The Exams will also require F2F meetings. We will use Blackboard for the course learning material discussion, lab assignments and for turning in assignments. All resources, documents, exams, and assignments will be conducted electronically. All assignments will be submitted through Blackboard.

It is important that you have ready access to a computer with an Internet connection and that you can effectively transfer files to your out-of-class work environment. File transfers will primarily be accomplished through the Xavier network disk space available to students as implemented in INFO120. We will have our class office hours in a virtual environment but if you need a F2F meeting you can make an appointment to meet at my campus office.

Prerequisites: It is assumed that students have a working knowledge of basic file management, word processing, and presentation graphics (PowerPoint) skills. Projects will include discussion, hardware applications, software applications (Programming and Web Site Development), as well as an introduction to Microsoft Access and advanced Excel exercises. Emphasis will be using Excel to solve basic business problems, and you are expected to have a working knowledge of Excel basics coming into the course, along with the Computer-based Training software from INFO120. Excel projects will extend from the projects in INFO120

TEAMWORK AND PARTICIPATION

Some amount of class time will be devoted to team and individual projects. Class and team participation in these projects is critical to a successful learning experience and will be reflected in the Projects and Assignments portion of the grade distribution for each module. These projects will have a virtual component in order for you to learn how to work in a real world environment. As Thomas Friedman has pointed in his books, *The World is Flat*, you will need to be ready to work virtually all over the world.

Class participation will involve discussion of our reading assignments, group case work, and special projects in the Discussion Board section of Bb.

You will also participate in a virtual classroom environment. We will have occasional online meetings using Wimba (an online meeting tool). You will access this through Bb or if Bb is down you will be able to join the class with the link www.tinyurl.com/info220Fall10 or by calling into

the course for a simulcast (201-549-7592 Pin# 68403570). You will need a simple headset (speaker and mic) to join these classroom meetings. You will also do a presentation in this virtual classroom.

EXAMS

There will be 3 exams (1 for Modules One, 1 for Module Two and 1 for Modules Three & Four combined), plus a final Excel project which will count as an exam. All exams will be taken in the classroom in a F2F setting.

CLASS POLICIES

1. You are expected to regularly participate in the class and meet the assigned deadlines. Attendance will be evaluated predominately by your work in the Discussion Board of the class.
3. Assignments are to be submitted by the due date or there will be a lose of points (10% everyday late.)
4. You must do your own work. You may work in teams however you must submit your own work. Plagiarism will result in a zero score. Identical Excel worksheets and Access Work will be considered plagiarism and will result in a zero for that exercise. More than one offense will result in a report to the Dean’s office which can result in expulsion from the course.

EVALUATION

Assignments	Grade %	Grade Distribution
Module 1 Exam	15%	94 – 100 A
Module 2 Exam	15%	90-93 A-
Module 3/4 Exam	15%	87-89 B+
Module 4 Projects and Assignments	10%	83-86 B
Module 5 Excel Final Individual Project	15%	80-82 B-
Individual Projects and Assignments	15%	77-79 C+
Group Projects and Assignments	15%	73-76 C
		70-72 C-
		60-69 D
		Below 60 F

NOTE: Students can check and change their passwords using the *Account Management* feature on the MyXU login page <http://myxu.xu.edu>. Students should remember to logout at the end of each class session. After 10 minutes of inactivity on any of the campus computers will enter a secure screen saver. The user will then have 10 minutes to stop the logout by re-entering their password. Since you sign onto the system using your own username and password, you will be able to store your files on the main server for later access or through the Internet. Instructions for using your personal file space on the server will be discussed in class.